

**CONFIDENTIAL**

1 MAR 1979

MEMORANDUM FOR: Chief,

VIA: Director of Technical Service

FROM:   
Chief, Plans & Programs Staff, OL

SUBJECT: Reduction of Energy Use

REFERENCE: Memo dtd 2 Feb 79 fm President Carter  
to Heads of Executive Department and  
Agencies, subject: Reduction of  
Energy Use by the Federal Government

1. The attached copy of the memorandum from President Carter, to heads of all Executive departments and agencies, spells out a specific action to be taken to reduce energy consumption and recommends some activities to be reviewed for further reductions. The memorandum also emphasizes the need for new initiatives to reduce the drain on dwindling energy resources. The President's mandate behooves all departments and agencies to demonstrate efforts to decrease energy consumption at least in those areas touched upon in the memorandum.

2. Executive Order 12003 calls for Government agencies to report quantitative energy reductions annually. As you may recall, you provided your input for the Agency annual report for last year. While we will need similar facts and figures for the Agency report due in to the Department of Energy on 1 July 1979, we expect also to provide statistics which reflect changes resulting from the President's newest mandate; please be prepared to structure your 1979 input data accordingly.

3. Also, in accordance with the President's memo, we have prepared and forwarded to the DDCI, for signature, a memorandum for the Secretary of Energy stating the posture of the Agency and generally the efforts to be undertaken by the Agency to ensure continued pursuit of the reduction

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and conservation of energy. However, the general statements must be translated into specific goals and implementation instructions (as noted in the President's memo). Consequently, it is incumbent upon each Agency component which is directly responsible for the management of the use of energy to establish goals and implementation instructions in support of this special effort directed by the President. ☐

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4. The Director of Logistics is the Agency energy coordinator; in this role, he must be apprised of the "special effort" initiatives being taken by all pertinent Agency components. Please send your information to Mr. ☐ Plans & Programs Staff, OL, soonest. Your annual report should be forwarded to this staff by 15 June 1979. ☐

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